

## **MEETING OF LIBRARY BOARD OF DIRECTORS**

### **SALEM FREE PUBLIC LIBRARY**

**MEETING TUESDAY, APRIL 8, 2014**

**PRESENT:** Len Giambra, Michelle Guertin, Wendy Ortega, MaryAnn Casciano, Jackie Hemond, Susan Buck

**ABSENT:** Sharon Sanders

**GUESTS:** George Ziegra, Alan Benkert, Lew Buckley, and Kevin Lyden

**CALL TO ORDER** by Len at 6:50 PM

**ADDITIONS TO AGENDA:** Librarian transition

**PUBLIC COMMENTS:** None

### **GENERAL PROCEEDINGS**

- **Minutes of meeting of 2/11/14** were reviewed and approved (4-0). The motion was made by Sue and seconded by Michelle. Len abstained. (Note—a 3/11/2014 board meeting was held. But because the agenda was not submitted to the town 24 hours beforehand, the meeting was deemed not valid.)
- **Financial report** dated 4/03/2014 was discussed by Michelle and approved by the board. The motion was made by Wendy and seconded by MaryAnn. M/C 4-0. Len abstained.
- **Correspondence** Len received the resignation letter from Jackie Hemond.
- **Librarian's Report** was provided by Jackie. Among statistics, please see Librarians report, 207 letters were sent out seeking donations for the Summer Reading Program; a total of \$80 has been received. Jackie is preparing an analysis of Bibliomation versus other vendors per request of the Board of Finance.
- The **Friends of the Library** report was given by George. Library Staff Appreciation Lunch is scheduled for May 3<sup>rd</sup> (at time of publication the Appreciation Lunch has been postponed). Book and Plant Sale will be held on May 15-17. Three seats on the Friends Board are finishing their term in May 2014. The budget and election of new officers will be at the next meeting in May. Martha Giegel, secretary, is the nominating committee for the Friends board.

## OLD BUSINESS

- **The 2014-2015 Budget** Public hearing will be held Wednesday, April 9<sup>th</sup>.
- **The Library Survey** See Len's summary report. Len concluded that more Adult material (books and e-books) has been requested through the survey.
- **People counter by the Lions** The project was discussed. It was placed on a lower priority by the Lions. However, after some discussion Kevin agreed that the town would fund purchase of the people counter, keeping the budget under \$500.

## NEW BUSINESS

- A motion was made by Michelle that the Library Staffing policy, made in the February meeting, regarding requirement of two staff members; take effect in the fiscal year 2014-2015. Seconded by Sue. M/C 4-0. Len abstained.

*{From meeting 2/11/14 New Library Staff policy; For measures of safety, the Library Board has adopted a policy that at least two staff members are scheduled when the library is open to the public. The motion was made by Michelle and seconded by MaryAnn. M/C 3-0. Len abstained.}*

- **Librarian Transition:** After much discussion, a motion was made by Michelle to offer Pat Aldrich the position to manage the day to day functions in the Salem Free Library during the Head Librarian Search. Seconded by MaryAnn. M/C 4-0

## OPEN DISCUSSION

- A comment was made by Michelle that if we are able to get funds for the additional hours, Michelle would like to see the new staffing policy take effect this fiscal year.
- The Board expressed an interest in partnering with Friends of the Library to plan a celebration. This year, 2014, marks the 100<sup>th</sup> year anniversary of the Salem Library and the 10<sup>th</sup> year anniversary of the current building.

**MOTION TO ADJOURN** at 9:01 PM was made by MaryAnn and seconded by Wendy. M/C 4-0. Len abstained.

Respectfully submitted,  
Wendy Ortega, Interim Recording Secretary

**NEXT MEETING: TUESDAY, MAY 13, 2014 (6:45 PM)**